



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<b>Position:</b> Pump Station Operator - II	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Pump Station Operator - II	<b>FLSA Status:</b> Non-Exempt, Regular FT 40 hrs/wk
<b>Occupational Grouping:</b> Labor & Trade Services	<b>Union - Grade:</b> AFSCME - 18
<b>Organizational Unit:</b> Community Services Department	<b>Primary Job Location:</b> Public Works, River Street

**JOB SUMMARY:** Performs skilled work in the operation and maintenance of water distribution and wastewater pump stations. Assist with the general operation, maintenance and repair of water distribution and wastewater collection systems. Assist with other general facility maintenance and public works operations, as necessary.

**ACCOUNTABILITY:** Works under the general supervision of the Pump Station Operator III. Exercises independence and judgment in performing duties. Work is reviewed through conferences, reports and observations of the effectiveness of completed assignments.

**SUPERVISION EXERCISED:** May provide instruction and lead assigned personnel in the completion of maintenance and repair activities as delegated by supervisor and/or department head.

**TYPICAL EQUIPMENT USED:** Computer; telephone; calculator; personal protective equipment; various analog and digital measuring instruments; various hand and power tools; electronic and mechanical controls; chemical testing kits; laboratory test equipment; cellular phone, two-way radio and pager; passenger and commercial motor vehicles; heavy equipment.

**TYPICAL WORK ENVIRONMENT:** Inside: 60%      Outside: 40%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Conducts inspections of pump stations, adjusts controls and monitors equipment, machinery and pumps to ensure proper operation.
2. Performs mechanical and electrical maintenance on a wide variety of specialized machinery and equipment such as, pumps, motors, meters and electrical circuits. Repairs and/or rebuilds engines, motors and related machinery and equipment.
3. Performs general building maintenance work around pump stations and treatment plants including routine custodial duties such as sweeping floors, washing walls, cutting and trimming lawns, and snow removal.
4. Conducts routine laboratory tests, and records data as required. Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
5. Operates assigned motor vehicle and/or heavy equipment in completing work activities.
6. Assists with laying, repair and maintenance of water distribution and wastewater collection lines.

7. Assists with other public works operations and projects including responding to and mitigating various man-made and natural emergencies, performing general maintenance of facilities, and assisting with City-wide snow removal efforts.
8. Prepares and maintains records and other materials related to the operation and maintenance of the water and wastewater pump stations.
9. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
10. Maintains familiarity with and executes safe work procedures associated with assigned work.
11. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Frequently required.          -26 to 50 lbs.: Frequently required.          -over 50 lbs.: Frequently required. Assistance may be available.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Frequently required.          -26 to 50 lbs.: Frequently required.          -over 50 lbs.: Rarely required. Assistance may be available.</p> <p><b>REACH:</b>          -above shoulder height: Occasionally required.          -at shoulder height: Frequently required.          -below shoulder height: Frequently required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Frequently required.  <b>BENDING:</b> Frequently required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Occasionally required.  <b>KNEELING:</b> Occasionally required.  <b>CROUCHING:</b> Occasionally required.  <b>CLIMBING:</b> Frequently required.  <b>BALANCING:</b> Rarely required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Frequently required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: &lt;1 hours          Stand: 1 hour          Walk: 2 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 1 hours          Stand: 4 hour          Walk: 3 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Necessary for performing job effectively.</p>
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**TYPICAL WORK SURFACE(S):** Service counter; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches.

**TYPICAL CONTROLS USED:** Key board/pad; computer mouse; telephone; automated and manual measuring/location devices; test kits and monitoring equipment; radio/pager; motor vehicle; electronic, mechanical and hydraulic controls.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain;. Work is near moving or mechanical parts and on or around electrical equipment. May be exposed to fumes, airborne particles, pathogens, and toxic or caustic chemicals.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Considerable knowledge of operation and maintenance techniques and methods used in water treatment, water distribution and wastewater collection pump stations. Thorough knowledge of practices and procedures related to electrical and mechanical repairs of various pumps and related pump control equipment. Some knowledge of underground pipe laying, construction and repair practices. Some knowledge of general building repair and facility maintenance practices. Ability to work safely in changing work environments both inside and outside including exposure to various hazards including extreme temperatures, moisture, and chemicals. Ability to skillfully operate machinery and heavy equipment. Considerable knowledge of laboratory testing procedures related to water purification systems. Ability to lead and instruct others in techniques and methods used in various work activities. Ability to read schematic diagrams and blueprints. Ability to write reports and maintain accurate records. Ability to establish and maintain effective working relationships with employees, other agencies and the general public. Ability to respond to man-made and natural emergencies within reasonable time (30 minutes) preferred.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Minimum High School diploma or equivalent. Minimum two (2) years' experience in plumbing, electrical repairs or related mechanical maintenance. Prefer specific experience in water treatment and/or wastewater collection field. Must maintain complete certification for NE Collection Systems Operator Certificate Grade III and State of NH Water Treatment Operator License Grade II. OSHA 40-hour HAZWOPER training certification. Must maintain valid New Hampshire CDL B with Air Brake Endorsement and Tanker Endorsement, CDL-A with endorsements preferred.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.